

DPW Commission Meeting
Wednesday, February 26, 2014
7:00 p.m. – Conference Room A, Town Hall

7:00 PM Approval Items:

Board of Commissioners Minutes Approval: Commissioner Sena moved to accept the minutes from the 2/12/14 DPW Commission Meeting, seconded by Commissioner Reed, Vote: 3-0.

Approval of Sale of Cemetery Lots

7:05 PM Open Session:

Michael Polisson, Poole's Terrace, spoke about the possibility of the metals pile being opened at the Transfer Station. He inquired about the current status. Chairman Gardner said there are some public health issues regarding the metals pile; he said items can be left by the swap shop if individuals have items of value that they think others might like. Chairman Gardner said opening up the metals pile could expand the behavior that is existing, (hoarding, loitering, congestion) and more policing of the area for the DPW staff. He said there is a petition for town meeting; that is an opportunity for the town to decide if they want to open up the metal pile. He stated that currently, the DPW Commissioners will leave it as is. M. Polisson said the signage doesn't give any indication that items can be placed in front of the swap shop. Chairman Gardner said the signage will be reviewed.

Toby Arsenian, 95 Granite Street, said whatever passes at Town Meeting will not force the commissioners to open it up. He said he is concerned about the pavement that gets ripped up, that can't be dumped at the transfer station. He said during the winter, the pavement gets ripped up and it sits there from year to year. That can't legitimately be disposed of at the dump. D. Greel said residents can request assistance from the DPW with those types of items.

Eric Hutchins said he has found the DPW to be helpful around these kinds of issues in a very positive way.

D. Greel said the liability of the metals pile is a concern; the town's insurance carrier dictates what happens.

Ward Talbot, Old County Road, inquired if there had been any progress on the DPW designing an emergency contingency plan for a potential disaster at Long Beach. Chairman Gardner said the Board of Selectmen needs to be involved in this as well, as this will involve a lot of money.

7:22 PM Public Hearing on Transfer Station & Parking Sticker Fees

Director Parisi said the tonage hasn't changed significantly. He said recently, with the paper market, we're just covering transportation costs; we also have bottle and can returns and scrap steel. We have transfer station coupons (\$26,000), the revenue was reviewed (flat fee stickers, pay as you throw stickers, pay as you throw bags, transfer station coupons, recycle station coupons, recycle bottle/can returns, recycling paper). He stated that sticker sales start in May, sales beyond June 30 go into the next fiscal year. The types of stickers were reviewed (resident parking, senior parking, non-resident beach, transfer station flat fee sticker, senior transfer station flat fee, 2nd transfer station flat fee, pay-as-you-throw, 2nd pay as you throw).

Recommended fees: resident parking remains at \$25, senior parking remains at \$15 remaining, non-resident beach increase to \$110, transfer station flat fee increase to \$155, senior transfer station flat fee increase to \$110, 2nd transfer station flat fee increase to \$30, pay as you throw increase to \$30, 2nd pay as you throw recommended increase to \$15. The proposed increases would accommodate the new City Hall Systems program (\$25,000) which allows residents to purchase stickers on-line with a credit card. Not every resident will use the program; we are estimating 60% of residents would use it.

Michael Polisson inquired how much it cost to run the Transfer Station for one year, the spreadsheet indicates that for FY '15 the projected costs are \$437,804 and the actual revenue for FY 13 was \$379,029.

Toby Arsenian, 95 Granite Street, questioned how much of the expense is the town covering vs. the sticker sales. He said in prior years, one half of the cost of the transfer station came from sticker revenues. Chairman Gardner said the fees have never covered the cost of the transfer station. Those who are not buying stickers and are using the trash barrels are being subsidized by those who buy the stickers.

Michael Polisson, suggested keeping records of what is deposited in the trailers, he said it should be documented someplace. By the end of the year, we would know how much was municipal use. He questioned how taxpayers know they're being charged fairly for these stickers when the town is depositing truckloads of trash that is not detailed in these figures. He said he can't understand why the town can't keep records of what goes in the dump; that would provide a point of reference.

Eric Hutchins, 45 Poole's Lane, spoke on the dumpsters and the town's use. He said this comes up every year; this has never been addressed. An across-the-board pay as you throw system would resolve this problem. That way we'd know the numbers; then the difference would be the municipal use. He said we need to have some leadership on this. He would like to see more equitability for those residents that pay-as-you-throw vs. those who pay the flat fee. He said those households that dispose of many bags of trash each week and are on the flat fee are benefitting greatly; everyone should pay for exactly what they use.

Toby Arsenian, 95 Granite Street, said previously commercial stickers were \$250 and for some reason that was eliminated; maybe that should be looked at again. He personally uses the flat fee sticker and wants the availability of the flat fee, though he would do better financially with the pay-as-you-throw. T. Arsenian asked what percent of the costs have gone up, that should be the cost increase for the stickers.

Chairman Gardner said we can't tell the trends from the information here tonight. He said there was a decrease in the trash hauling costs a few years ago and the sticker costs went down. Director Parisi said it's out to bid currently; the existing contract is up on June 30. He said the fuel costs have probably gone up.

Sharon Kishida, 34 Marmion Way, said 15% of the costs of the transfer station are paid for by the town – that was stated last year. She said 43% of the residents are using pay-as-you-throw. She said the \$140 sticker fee is the best deal around. She is in favor of pay-as-you-throw; the town wide referendum went down in flames. We need to think more about what we throw away.

Chairman Gardner said many residents like the convenience of flat fee stickers. Pay-as-you-throw is still an option, but it's not a requirement.

E. Hutchins said there are a lot of flat-fee people that are getting away with a great deal. He recommends that the flat fee should go up more than what is being proposed here tonight. The residents using pay-as-you-throw are paying their share.

M. Polisson said the town should come up with a plan to be sure that everyone who uses the transfer station pays for it.

Chairman Gardner questioned if the FY 15 budget assumes increases in any of the hauling costs. He said he would like to get an estimate of what the potential increase may be for the hauling costs. In FY '15 the cost of the new on-line services, City Hall Systems, are within the guidelines, so this is within the budget.

Sharon Kishida said the disposal costs should go down, so this year should be cost neutral. She questioned if the Commissioners would support a senior citizen discount on the pay-as-you-throw stickers. She said all other stickers have discounts for senior citizens.

Commissioner Reed said he is comfortable with the recommended fees.

M. Polisson questioned the \$25,000 costs for the availability of on-line stickers. He inquired how many residents wanted the availability of on-line sticker sales.

T. Arsenian inquired about City Hall Systems and said he certainly didn't care to be contributing to the \$25,000 cost for this system.

Eric Hutchins recommended the town charge \$160 for flat fee stickers rather than the \$155 proposed; he said that would cover the gap and this is an appropriate place to fill the gap.

8:27 Close the public hearing

Commissioner Reed moved that the fees for FY14-FY15 be set as follows:

Resident Parking Sticker	\$ 25
Resident Parking Sticker (Senior)	\$ 15
Non-Resident Beach Sticker	\$110
Transfer Station Flat Fee Sticker	\$155
Transfer Station Flat Fee Sticker (Senior)	\$110
Second Transfer Station Flat Fee	\$ 30
Pay-as-you-throw sticker	\$ 30
Second Pay-as-you-throw sticker	\$ 15

seconded by Commissioner Sena, Vote: 3-0.

8:30 PM New Business:

Work order system and PeopleForms: Director Parisi said as part of the asset management program we have the availability to have service requests so this can be entered into the system. That information will be logged in for reporting and kept track of making sure that those things that were planned to be done will be completed and be recorded. Also, People Forms can track a variety of items.

Matt Barrett (GIS Manager):

DPW Service Requests: M. Barrett said with a pothole, for example, the staff answering the phone completes the information. The Service Request specifies the appropriate division, details the task, then the description of the task/issue, the time of the request, the nearest address of issue, and the contact information of who called in with the concern. The requests are color coded by department/division. The dashboards track the progress and there is the availability to see a map with all the colored dots in progress. When new forms are designed, the system builds the database in the background. It also allows a master address table of all buildings/residences in town. There is a forms library of forms other communities are using where we can modify and use for Rockport.

Chairman Gardner questioned who will be entering data into the system. M. Barrett said whoever answers the phone in the DPW office will enter the information.

T. Arsenian, 95 Granite St., inquired about the possibility of tracking moorings. That is not available at this time.

9:00 PM Ongoing Business

Review of Articles for Town Meeting: ATM and STM, close out and reallocate some accounts.

STM:

Article D: Pigeon Hill standpipe, (consolidating a number of accounts) painting into construction and engineering for new tank. Chairman Gardner will speak on this.

Article E: Video camera account, Commissioner Sena will speak on this.

Article C: Cemetery water line close out, Commissioner Sena will speak on this.
Article F: Odor control – apply additional account for Dock Square, Commissioner Sena will speak on this.
Article G: DPW facility design effort, Commissioner Sena will speak on this.
Article H: National Grid utility easement for Bedrock Well, Commissioner Reed will speak on this.
Article I: \$150,000 for additional poles, Commissioner Reed will speak on this.
Article J: consolidating new roof at Central fire station, Chairman Gardner will speak on this.
Article K: \$780,000 Pigeon Cove Seawall, Commissioner Reed will speak on this.
Article L: \$1,660,000 Pigeon Cove Seawall, Commissioner Reed will speak on this.
Article M: \$150,000 Granite Pier Revetment, Chairman Gardner will speak on this.
Article N: FEMA deficit Granite Pier \$112,500.25 (if appeal fails), Chairman Gardner will speak on this.
Article O: \$8,338.71 FEMA deficit for Granite Pier Tip project, Chairman Gardner will speak on this.
Article P: \$87,000 Back Beach Seawall, Chairman Gardner will speak on this.
Article Q: Unexpended funds from sale of Real Estate account into the Community House Construction Capital account, Commissioner Sena will speak on this.
Article R: George Ramsden easement (sewer), 176 Main Street. Commissioner Reed will speak on this.

T. Arsenian, 95 Granite Street, regarding Back Beach Seawall, said he watched what they did there and they used small stones under big stones. He said what they did, didn't work; he thinks this is inexcusable.

Chairman Gardner will speak on the swap shop/metals pile Article at ATM.

9:25 PM Other Issues of Discussion

Goals/objectives:

- Asset Management Software – ongoing
- DPW staff time management assessment – completed (this is a subset of the workforce assessment)
- Workforce assessment – within the work order system we are using the staff and task ability to assess, J. Parisi distributed the organization chart of the DPW dept.
- Sewer regulations/adoption, later in the fiscal year
- Town Construction standards – ongoing, a bound document of different regulations within the DPW
- Pavement Management Program, kickoff meeting on Friday, 2/28 at 10:30am
- Cemetery Fee Assessments – complete
- Bedrock Well Power requirements – ongoing, National Grid proposal

Chairman Gardner inquired if there are any goals/objectives that won't be completed. J. Parisi said Bedrock Well won't be completed and the construction standards may not be completed by 6/30/14.

Any updates on the water needs assessment or sediment transport study. T. Olson said an e-mail was received that they have a lot of population projects/supply and demand analysis completed. He said we will be able to sit down within the next week or so with the information.

D. Greel said the Front Beach restrooms have been open for the whole winter and it's probably cost \$800 to \$900 to heat them. Typically the bathrooms would be closed for the season and would be opened by 4/15.

Tickler List:

March, 2014	Sewer use regulations
March, 2014	Community House Facilities Mgr.
March, 2014	City Hall Systems
March, 2014	Energy Efficiency workshop

Next Meeting: Wed., 3/26/14, Community Room at the Police Station

9:40 PM Commissioner Reed moved to adjourn; seconded by Commissioner Sena, Vote: 3-0.